

Softdocs etrieve - Form Instructions REG Information Request - Past Student

Direct link to form: <https://dom.trieve.cloud/central/forms/251>

The screenshot shows the Softdocs etrieve interface. On the left, a sidebar lists various forms under 'Office of the Registrar'. The 'Information Request - Past Student' form is selected and shown on the right. The form header reads 'Information Request - Past Student V1' with a 'Draft saved' note. It features the Dominican University logo and address. The main section is titled 'Information Request (past student only)'. Below this, a sub-section is titled 'Student Information'. It contains fields for 'Student DU ID *' and 'Student DU Full Name'. At the bottom are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:

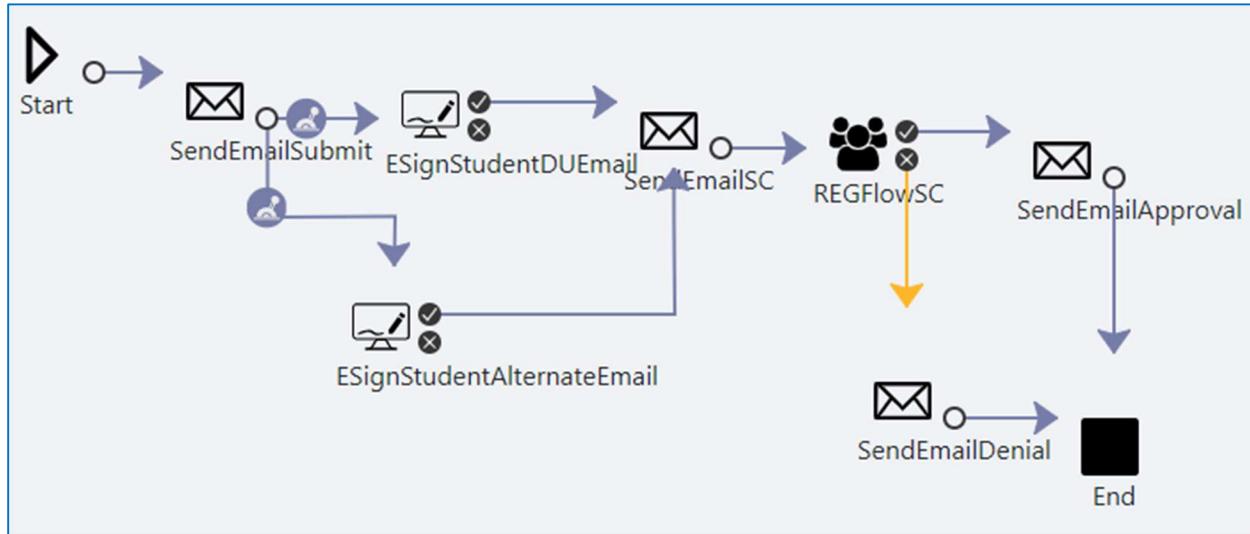
1. Open Softdocs etrieve: <https://dom.trieve.cloud/central>
2. Click on "Forms"
3. Scroll down to "Office of the Registrar" section (or search form name in box at top)
4. Click on desired form

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Workflow process:

1. Stars Connect staff starts form and their information autofills.
2. Stars Connect staff completes their sections.
3. Stars Connect staff receives an email confirming submission.
4. Routes to student's DU email unless staff enters an ALTERNATE email.
5. Student completes, provides government issued photo ID, & e-signs.
6. Stars Connect processes approval requests.
7. If denied, email notifications sent to: Student, Stars Connect

8. If approved, email notifications sent to: Student, Stars Connect
9. Form files in Softdocs etrieve Content (document repository).
10. Boomi process adds the Content document weblink to student record in J1 Document Master. When weblink is clicked in Document Master, then document opens in Softdocs etrieve.



Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

etrieve CENTRAL				
Submissions	Forms			
<input type="text" value="Search"/> Needs Review In Progress Completed Clear all				
Package Name ↑↓	Workflow ↑↓	Step ↑↓		Status ↑↓
Return to Work Certification V1 - Marjorie Luce - [REDACTED]	Return to Work Certification	End		Completed
Directory Change Request V1 - Marjorie Luce [REDACTED]	Directory Change Request	End		Completed
Directory Change Request V1 - Marjorie Luce [REDACTED]	Directory Change Request	End		Completed
Student Employment Work Authorization V2 - Marjorie Luce [REDACTED]	Student Employment Work Authorization	End		Completed

Needs Review = YOU need to act

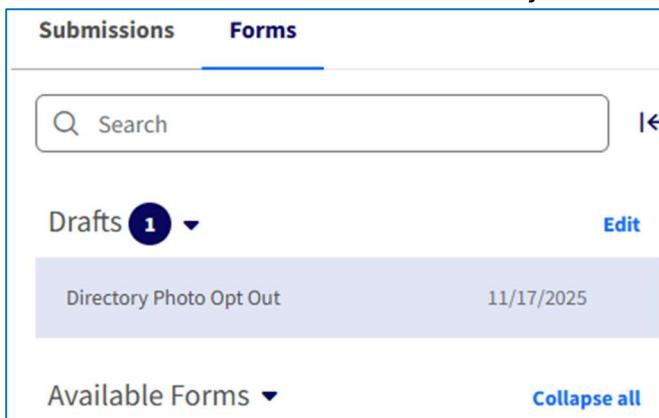
In Progress = SOMEONE ELSE needs to act

Completed = All done!

Needs Review	In Progress	Completed	Clear all
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Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).



Submissions **Forms**

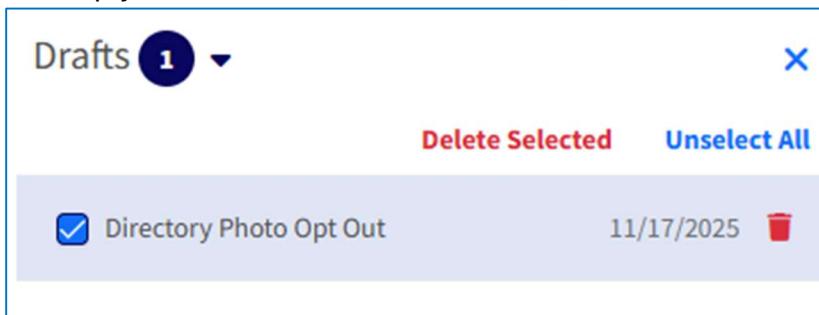
Search

Drafts **1** **Edit**

Directory Photo Opt Out 11/17/2025

Available Forms **Collapse all**

From the form list, click “edit,” checkmark draft to delete, click trash icon. Or simply hover over the draft form name, then click trash icon.



Drafts **1** **X**

Delete Selected **Unselect All**

Directory Photo Opt Out 11/17/2025 **trash**

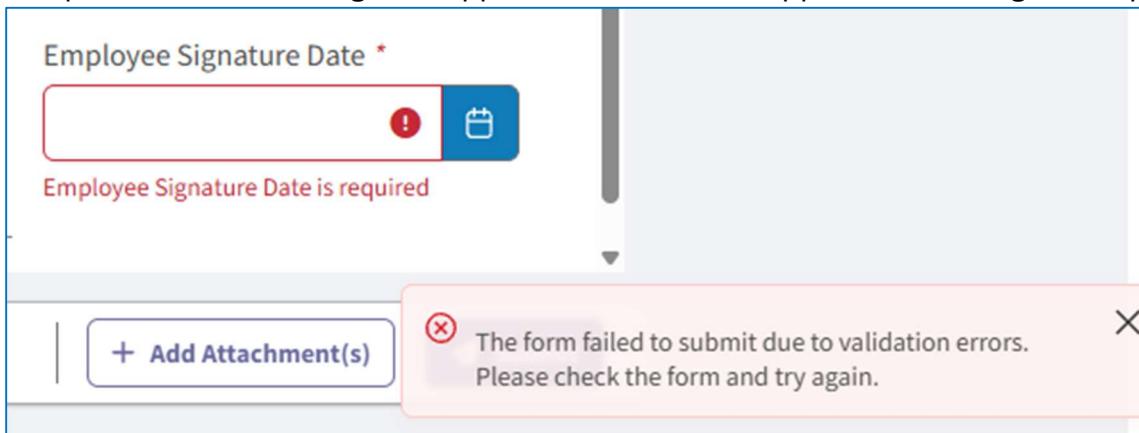
When a draft is open, it can also be deleted using trash icon at bottom of form.



Delete Draft **Save** **+ Add Attachment(s)** **Submit**

Form errors:

All boxes with red asterisk must be completed to “submit” a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.



Employee Signature Date *

Employee Signature Date is required

+ Add Attachment(s)

The form failed to submit due to validation errors.
Please check the form and try again.

Example screenshots:

<p> DOMINICAN UNIVERSITY Office of the Registrar 7900 W. Division St, River Forest, IL 60305</p>		
<h2>Information Request</h2> <p>(past student only)</p>		
<p>Form started by: Stars Connect staff</p>		
<h3>Student Past Information</h3>		
Student DU ID *	Student DU Full Name	
9 [REDACTED]	Marjorie Luce	
Type ID # for student information to autofill		
Can student access their DU Email? *	Student Alternate Email *	
No	someone@gmail.com	
If no, then enter ALTERNATE email		
For form routing purposes		
Student DU Email	Student DU Phone #	
mluce1@dom.edu	5 [REDACTED]	
Student Physical Address		
1 [REDACTED]		
Student City	Student State	Student Zip Code
[REDACTED]k	IL	[REDACTED]0
<h3>Employee Information (who starts form)</h3>		
Employee Full Name	Employee DU Email	
Marjorie Luce	mluce1@dom.edu	

REG Office Use Only

Student Status *

Graduated

Grad or Inactive Date *

05/23/2025

Academic Year *

2025-26

AcademicTerm *

Spring



Information Request - Past Student V1 submitted

Your form has been submitted and will be processed soon.

A Dominican University form is awaiting your e-signature

E

Etrieve

To Luce, Marjorie



Reply

Reply All

Forward



...

Sun 1/25/26 9:14 PM



DOMINICAN UNIVERSITY
Office of the Registrar
7900 W. Division St, River Forest, IL 60305

Greetings Marjorie Luce,

In order to fulfill your information request, please complete the required form using the link below.

Information Request - Past Student V1 - Marjorie Luce - 9 [REDACTED]

Softdocs etrieve form link (expires in 24 hours): <https://domcentral.etrieve.cloud:443/?isA-non->

For security purposes, you should not share this email or link with others.

If you have any questions, then please reach out to the Stars Connect office at starsconnect@dom.edu or 708.524.6809.

Respectfully,
Dominican University
Office of the Registrar
7900 W Division St
River Forest, IL 60305



Review Submission

Information Request - Past Student V1 - Marjorie Luce - 9 [REDACTED]

[+ Add Attachment\(s\)](#)

Information Request - Past Student V1



DOMINICAN UNIVERSITY

Office of the Registrar

7900 W. Division St, River Forest, IL 60305

Information Request

(past student only)

Form started by: Stars Connect staff

Student Information

Student DU ID

9 [REDACTED]

Student DU Full Name

Marjorie Luce

Type ID # for student information to autofill

Information Requested

I am requesting (check all that apply) *

- Letter of Full Time/Half Time/Less Than Half Time Status
- Letter of Good Standing
- Number of Semester Hours Currently Enrolled
- Completion of a Form (attach below)
- Other Special Request (please describe below)

Please attach form to be completed by Stars Connect *

PDF and JPEG only

Drag and drop files here to upload

— OR —

[+ Browse Files](#)

- Other Special Request (please describe below)

Please attach form to be completed by Stars Connect *

PDF and JPEG only

 [Test Attachment.pdf](#)  

Special Request Details *

Whatever special request the student puts here.

Delivery Option *

Pick up in Stars Connect office

Send to my DU email listed above

Send to my CURRENT email listed below

Mail to my CURRENT physical address listed below

Delivery Option *

Mail to my CURRENT physical address listed below



If choosing email option, then you consent to electronic delivery of documentation via Secure Transfer.

Student Current Information

Student Current Name *

Mary Smith

Student Current Email *

msmith@gmail.com

Student Current Physical Address *

123 Main St

Student Current City *

Oak Park

Student Current State *

IL

Student Current Zip Code *

12345

Please attach a copy of your **GOVERNMENT ISSUED PHOTO ID** to verify your identity.

Please attach verification *

PDF and JPEG only

Drag and drop files here to upload

— OR —

+ Browse Files

Please attach a copy of your **GOVERNMENT ISSUED PHOTO ID** to verify your identity.

Please attach verification *

PDF and JPEG only

 [bengen2025.pdf](#)  

Family Educational Rights and Privacy Act (FERPA)

I understand that information about my rights under FERPA is available on the [Office of the Registrar FERPA website](#). I further understand that this serves as my annual notification of my rights as required by FERPA. I understand that it is my responsibility to monitor my Dominican email account for questions from Stars Connect regarding my request.

Signature

Student Signature *

I understand that this constitutes my legal signature on this document.

Student Signature Date *



Signature



 **Draw**  **Type**

M Luce

Clear

I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Draw OR Type your signature

Signature X

Full Name

Marjorie Luce

Preview



I understand that this constitutes my legal signature on this document.

Student Signature *

I understand that this constitutes my legal signature on this document.

Marjorie Luce globe icon

Student Signature Date *

01/25/2026 calender icon

DON'T FORGET TO SUBMIT!

Signature Submission

By pressing 'Accept', you are agreeing to signing this form electronically. Your electronic signature is the legal equivalent of your manual signature on the form. If something is wrong with the form and you cannot sign it press 'Not Now'. If you disagree with electronic signing click 'Not Now' and you will be taken back to the form where you have the option to 'Opt Out' from using an electronic signature.

DON'T FORGET TO ACCEPT!



Information Request - Past Student V1 submitted

Thank you for signing your form.

Submissions Forms

Review Submission

Information Request - Past Student V1 - Marjorie Luce - 920081 1/31/26

Information Request - Past Student REGflowsC

Information Request - Past Student

benadmin 2025.pdf

Information Request - Past Student

Student Signature I understand that this constitutes my legal signature on this document. Student Signature Date 01/31/2026

01/31/2026 at 05:21 PM EST

REG Office Use Only

Student Status Graduated Grad or Inactive Date 01/29/2026

Academic Year 2025-26 Academic Term Spring

~ Stars Connect ~

1. Attach your completed document to the left
2. If you are denying this request, then
a. Add an external comment to the right
b. Forward the denial reason you will receive to the student. FIRST add a denial reason to email.

History

- Etrieve Flow App User Form link emailed to mluce1@dom.edu for their e-sign 01/31/2026 at 4:20 PM
- mluce1@dom.edu mluce1@dom.edu e-signed the Form and agreed to do business electronically on step 'ESignStudentDUEmail' 01/31/2026 at 4:21 PM
- TTTESTflow Received 01/31/2026 at 4:22 PM
- Marjorie Luce Added attachment 'benadmin 2025.pdf' 01/31/2026 at 4:22 PM
- Marjorie Luce Denying as the verification provided was not issued by the government 01/31/2026 at 4:24 PM

Internal Comments

Denying as the verification provided was not issued by the government

Internal Send Comment

Comments

DON'T FORGET TO ADD ATTACHMENT AT LEFT SIDE!
IF DECLINE, ADD EXTERNAL COMMENT ON RIGHT SIDE & EMAIL STUDENT A REASON!
DON'T FORGET TO CLICK APPROVE OR DECLINE!